

A Word on Local Purchase Authority

GOVERNMENT PURCHASE CARD

Local purchase authority (LPA) may be defined as *“justification for purchases made as consistent with Army mission requirements.”* Local purchase authority must be cited on every government purchase card (GPC) request signed by a Billing Official (BO) or Alternate Billing Official (ABO). The purpose of a purchase request is to document how a BO/ABO determined what items a requesting unit is authorized to have. Government purchase cardholders cannot make purchases that have not been approved by a BO/ABO. All purchases made with the GPC must be legal for purchase with appropriated funds.

Local purchase authority can be cited as a reference to any of the following sources: Table of Organizational Equipment (TOE); Modified Table of Organizational Equipment (MTOE); Table of Distribution and Allowances (TDA); Modified Table of Distribution and Allowances (MTDA); Common Table of Allowances (CTA); Field Manual (FM); Technical Manual (TM); Army Regulation (AR); General Accounting Office Decision, or other governing laws and regulations.

Billing Officials and Cardholders are reminded to utilize mandatory supply sources to the maximum extent possible. Examples of mandatory supply sources include UNICOR, the Javits Wagner O'Day Priority Source Program (JWOD), the Document Automation and Production Service (DAPS), the federal

supply system, and requirements contracts. Additionally, several installation business centers play key roles in providing acquisition support. Included are the Readiness Business Center (RBC), the Public Works Business Center (PWBC), the Information Technology Business Center (ITBC), and the installation contracting offices.

- **UNICOR/FEDERAL PRISONS INDUSTRIES-** Effective 26 April 2002, Cardholders need to evaluate UNICOR purchases against open market purchases and purchase the item which gives the Government the "Best Value." UNICOR is still recognized as a priority source for purchases of furniture, toner cartridges, and other items. Cardholders must keep all backup documentation and attach it to their purchase requests and keep in their files for annual inspection. Consideration should be given to factors such as price, quality, and time of delivery (DFARS 208.6).

If the **UNICOR item** is evaluated as best serving the needs of the Government (price, delivery schedule, and quality considered), **the UNICOR item will be purchased (FAR 8.602) or a waiver request will be submitted to UNICOR (www.unicor.gov) to purchase the item locally.** Cardholders must keep copies of UNICOR waivers on file with their GPC records.

If the **open market item** is evaluated as best serving the needs of the Government (price, delivery schedule,

and quality considered), the Cardholder can purchase the item locally **without a waiver from UNICOR**. Cardholders must keep documentation in their files to support market research conducted, i.e. price comparisons, delivery schedule comparisons, quality comparisons.

Important Note: Requirements of \$250 or less and required within 10 days **do not** have to be considered for purchase from UNICOR. These purchases also **do not** require waivers from UNICOR.

- **JWOD-** The JWOD Program is the mandatory source for many office and paper supplies, to include cleaning products. Items produced by JWOD agencies automatically meet federal recycling standards. Many of these items are available at the installation LCI-SSSC store. Effective 1 October 2002, purchase Cardholders must utilize the LCI-SSSC store or the mandatory Army Blanket Purchase Agreements (BPA's) to purchase office supplies. These BPA's may be accessed at the DOD Electronic Mall at website <https://email.prod.dodonline.net/script/EMStoresRelatedSites.asp>.
- **DAPS-** The DAPS facility on base is the mandatory source for printing requirements. A waiver from DAPS is required prior to taking print jobs to local printers. Waivers are inspectable items and must be filed with GPC records.
- **SUPPLY SYSTEM-** Prior to using the GPC to purchase repair parts, Billing Officials and Cardholders must have written approval from their supply support activities (SSA's) unless an item is not stocked in the Army supply

system or stocked only for overseas use. For all other purchases, including deadlined or mission-critical maintenance, written approval is required from an O5 or higher in the chain of command of the Billing Official. All GPC purchase demands must be reported into the Standard Army Retail Supply System (SARSS). For further guidance on procurement of repair parts, refer to Fort Bragg Master Policy 67 dated 1 May 2002.

- **RBC-** The Readiness Business Center (RBC) is the mandatory first stop for repairs or maintenance to tactical vehicles and many Army owned items not provided by General Services Administration (GSA). This includes items under warranty. Additionally, the RBC provides transportation services to groups of ten or more. Buses may be requested for group movement provided selected drivers are licensed to drive a bus. The RBC also provides bus driver training.

The RBC provides fuel for all non-GSA Army owned vehicles. Keys may be requested to fuel tactical vehicles, non-tactical vehicles, lawn maintenance equipment, etc. Vehicles leased from General Services Administration are assigned GSA Fleet cards for fuel requirements. These cards are each assigned to a specific vehicle, and no card may be utilized to fuel additional GSA vehicles.

For fuel requirements away from Fort Bragg, units can request Voyager fuel cards from Voyager by calling 1-888-785-1732. **Important Note:** Soldiers and civilians on TDY orders should charge fuel expenses to the government travel

card or claim reimbursement via a travel voucher.

- **ADPE PURCHASES-** Purchases of computers and most automation equipment require administrative approval from the ITBC. Memorandums of Instruction 10-99 and 03-01 describe which items need formal approval prior to purchase. These MOI's may be viewed at the following website:

<https://dragonnet.bragg.army.mil>.

The ITBC point of contact for approval requests is Velma Montgomery, 396-8664. USASOC units must contact the USASOC contracting office for

administrative approval prior to purchasing automation equipment.

- **PWBC-** Alterations to real property must be cleared through PWBC. The point of contact is Steve Smith, 396-3951. Mr. Smith is also the POC for bottled water approval. No unit may pay for bottled water with the GPC without the written approval of the PWBC.

Billing Officials and Cardholders are encouraged to seek the assistance of the GPC office when in doubt regarding a potential purchase. A frequently asked questions link is featured at

<http://www.bragg.army.mil/www-doc>.